CEHEC-IM-A Office Memorandum 15-1-18	Department of the Army **U.S. Army Corps of Engineers** Washington, DC 20314-1000	OM 15-1-18 1 June 1993
	Boards, Commissions, and Committees IMA HEADQUARTERS USER BOARD	
	Distribution Restriction Statement Approved for public release; distribution is unlimited.	

```
      DEPARTMENT OF THE ARMY          OM 15-1-18
        U.S. Army Corps of Engineers
CEHEC-IM-A      Washington, DC 20314-1000
```

Memorandum
No. 15-1-18   1 June 1993

Boards, Commissions, and Committees
IMA HEADQUARTERS USER BOARD

1. Purpose. This memorandum establishes policy and assigns
responsibilities IAW referenced memorandums for the establishment
of an Information Mission Activity (IMA) Headquarters User Board
(HUB).

2. Applicability. This memorandum is applicable to all
Headquarters, US Army Corps of Engineers (HQUSACE) elements.

3. References:

    a. Memorandum, CEHSB, 10 Feb 93, subject: Headquarters Study
Board (HSB) Review of Headquarters Reorganization Implementation
Plans.

    b. Memorandum, CECS, 26 Apr 93, subject: Management of
HQUSACE Automation Activities.

4. Responsibilities:

    a. Directors of Civil Works, Military Programs, Resource
Management, Real Estate, and Information Management Directorates
will:

    (1) Nominate 1 HUB member and 1 alternate HUB member.

    (2) Ensure HUB members (primary and alternate) are furnished
a copy of the HUB charter.

    (3) Ensure that appropriate staff accomplish oversight of IMA
programs and review HUB recommended actions IAW the references and
this OM.

    b. HUB members will:

    (1) Serve as advisors to the Chief of Staff on all aspects of
HQUSACE local automation and communications requirements.

    (2) Review all IMA actions as required, and participate in
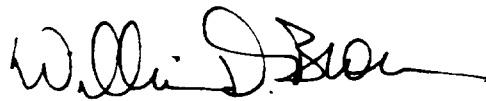HUB meetings and assignments as per the references.

    c. Chief of Information Management (CIM), Humphrey Engineer Center Support Activity (HECSA) will:

    (1) Serve as chairman of HUB or identify 1 alternate chairman.

    (2) Coordinate HUB actions at the request of the Chief of Staff.

    (3) Maintain the minutes of all HUB meetings.

    (4) Report the status of all assigned HUB actions.

    d. Chiefs/Directors of all Corps Activities within HQUSACE will:

    (1) Designate a point of contact to ensure the review of all HUB recommended actions.

    (2) Identify employees, if required, to serve on HUB task groups.

    (3) Implement IMA policies and procedures IAW guidance/policy issued by the Chief of Staff.

FOR THE COMMANDER:

1 Appendix
App A - Headquarters
 User Board Charter

WILLIAM D. BROWN
Colonel, Corps of Engineers
Chief of Staff

Appendix A

Headquarters User Board-Charter

Purpose:
The Headquarters User Board (HUB) provides a forum for discussion of issues affecting information sharing within the Headquarters (HQ) with representation of all HQ elements. Any decisions made concerning information direction or policy will result from recommendations by HUB prior to staffing to HQ Senior Leadership. HUB will be a technical advisory body.

Composition:
HUB will be comprised of middle management personnel both technically and operationally proficient in information resourcing. There will be representation from all the Directorates and/or Offices within the HQ. There will be an alternate for each point of contact. The Chairperson of HUB will be the HQ CIM or his/her representative. Each appointed member of HUB shall serve a two year term and shall be entitled to one vote. The Chairperson will not have a vote.

On any issues which cannot be unanimously resolved the recommendations will show how the members voted. Issues which cannot be resolved but which require a decision be made prior to continuing will be referred to the HQ Deputy Commander for a decision. All information submitted will show how the members voted and reasons for disagreements.

Each Directorate/Office will only have one representative (or an alternate). Should either of these individuals be unavailable for meetings, document review and/or a decision then the record will denote the lack of participation by that office. An exception to this policy can only be obtained from the Deputy Commander.

Member Functions:
    Chairperson:
    (1) Officiate at the meetings.
    (2) Call the meetings and prepare the agenda.
    (3) Coordinate and direct the activities of the HUB.
    (4) Assure that all minutes are provided to HUB members.
    (5) Submits to Senior Leadership the formal recommendations of the HUB.

    HUB Members:
    (1) Ensure representation at all meetings and for all actions.
    (2) Participate as a member or Team Leader in assignments.
    (3) Participate in Group discussions.
    (4) Complete assignments in a timely manner.

    Recording Secretary:
    (1) Take minutes of all HUB meetings.
    (2) Prepare and distribute the minutes to all HUB members.

Objectives:
HUB is given he unanimous support of HQ Senior Leadership and is tasked with the following responsibilities:

Study the phased consolidation of the HQ automation infrastructure (office automation and LAN) support into HECSA. This includes determining the necessary financial and manpower resources required for automation implementation.

Oversee Office Automation Planning within the HQ: Included are: development of an Office Automation Implementation Plan; accurate definition of anticipated problems and procedures for all HQ; ensure Implementation Plans explicitly address how the quality of products and services rendered through the new process will be improved; ensure dollar savings are adequately documented;

Oversee implementation of Automation Plans within the HQ: Included are: ensure the proper management of all FIP procurements and contracts in support of the HQ; a TQM approach to ensure customer satisfaction; development of a phased implementation plan; ensure development of performance measurement identifiers as well as a method to track performance, to include quality assurance and control procedures and identification of savings/benefits; Define the current level of support and resources being expended to maintain these levels; determine accurate implementation costs; Assign lead action offices; Development of an Operating Plan that minimally addresses support requirements, staffing needs, projected funding, strategy in software/hardware support, training needs, and project development milestones for all HQ Federal Information Processing (FIP) resource procurements and service/contract actions;

Oversee LAN management within the HQ: Included are: ensure that minimally funded offices are included in the HQ architectural implementation; FIP resources necessary to accomplish this objective will be identified; ensure Regulation and Guidance compliance; Insure all IM actions go through HECSA; ensure HECSA tracking of all procurement and contract actions;

Oversee the development and implementation of standards. Included are: development of Software and Hardware Standards; develop a policy for the management of all procurement and contract IMA actions in support of HQ;

Oversee the development of guidelines identifying how HECSA will coordinate development of the HQ IM Budget (i.e. software, hardware, contracts, services, and supply requirements); Included are: adequate documentation of procedures so that all HQ employees will know how things will work in the future; develop an SOP for Office Automation and Local Area Networking; develop a policy for implementation and use of hardware and software standards; develop an Automation Operating Plan; develop a policy for budget preparation of all HQ FIP resources; formalize the Chief of Staff as the Proponent for Office Automation, and HECSA as the Material Developer.

Oversee the resolving of problem Issues. Included are is there sufficient data available to more closely analyze how and from whom IMA service is presently obtained; will the pooling of FIP resources unneccesarily handicap managers; when is an employee considered to be an TM resource as opposed to a functional office resource; who will pay for the conversion to standards; should budgeted dollars used to support existing non standard FIP resources be phased out; should budgeted dollars be approved to procure non standard FIP resources; Determine the degree of standardization and management response, if any, for non standardization; what are the services that the TM office will provide, and what are the service that can only be obtained from the TM office; how can a picture of baseline FIP resources best be developed.

Funding Guidance:
The HUB will provide the budget guidance and prioritize resource expenditures that provide TM support to the HQ. The following guidelines will be adhered to by HUB in all taskings and resulting recommendations.

General:
No unplanned procurements will be approved. Exceptions to this policy will be based on sufficient justification prior to the signature of the Directorate/Chief of Staff. All justifications will comply with regulations and guidance.

Specific:
Funding for all automation resources within the HQ will be comprised of a mix of Centralized and Fee for Service. The rules for determining the applicability of each method is as follows:

Centralized Information Resources Funding: Based on the recommendations of the HUB Headquarters Senior Leadership will prioritize and fund Information Resources inclusive of: PC maintenance; LAN maintenance; Standard Hardware/Software (COTS); Training for standard products; Database administration; Help desk; LAN Management (i.e. install, security, upgrade, optimize); Automation Planning;

Fee for Service Information Resourcing: The Directorates/Offices will pay for the services they use inclusive of: Special Hardware/Software procurements (initial plus upgrades); LAN Administration (Directorate/Office local support); Software development; non standard hardware/software; PC supplies; Studies/Analysis/Design.